

INDIVIDUAL CAREER DEVELOPMENT PLANS

In a career planning program it is recognized that the individual is primarily responsible for his or her own professional development and that no plan can obviate the necessity for individual initiative and resourcefulness. Since individual differences and personal circumstances are basic factors in determining the future plans of individuals, career planning cannot conform to any preconceived pattern. Some individuals have not yet determined their major career interests and are currently in no position to make long-range plans, and may or may not be able to be very specific in terms of short-range plans. Other persons may have definite ideas in connection with their ultimate objectives but need assistance in making immediate plans to lead to these objectives.

Individual Career Development Plans are generally made for a period of five years (two years in detail and three years in general) and are subject to change by the individual or Agency officials in light of existing conditions and circumstances. Individual Plans should not be made for the sake of "making a Plan" but are devices for assisting individuals in planning their personal progress in the Agency. They are also guides to Agency officials in effecting future personnel actions. These actions should be in accordance with the career plan of the individual whenever it is possible.

The following outline is a general guide for the preparation of an Individual Career Development Plan. This outline suggests the type of information supervisory, reviewing and personnel management officials need to know in order to assist the individual in planning and implementing his career in the Agency.

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SUGGESTED OUTLINE
FOR
INDIVIDUAL CAREER DEVELOPMENT PLAN

Name _____

Position Title _____

Grade _____

Organizational
Component Assigned To _____

1. ANALYSIS OF EXPERIENCE IN CIA

The analysis of experience in CIA should be a summary of knowledge gained in your assignments in CIA to supplement the chronological summary of your experience with CIA included in the biographic brief.

2. CAREER INTEREST OR INTERESTS

Write a brief statement indicating the general area of work in which you are interested and expect to follow in the future. Include in this statement reasons for your choice of this type of work. Indicate the particular type and level of assignment which is your objective in the immediate future, and state your preference, if any, for the Agency organizational component to which you would like to be assigned.

3. EXPERIENCE, TRAINING, OR KNOWLEDGE NEEDED

Discuss the types of work experience, training, or knowledge which you consider that you will need on a long - or short-range basis in order to further your career interests. Indicate any individual study, such as outside training courses, reading, or other activities in which you are participating or expect to participate, which will further advancement in your career.

4. SUGGESTED PLANS

Outline suggested plans for the next two to five years. Include plans for reassignment or retention in present assignment, on-the-job training, formal training, or job rotation if such activities are proposed. Give approximate dates and describe any conditions or circumstances which may be determining or limiting factors to the proposed plans.

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MEMORANDUM FOR:

THROUGH:

SUBJECT: Preparation of Career Plans

REFERENCE: [REDACTED]

1. In accordance with Office of Personnel Memorandum

[REDACTED] you are requested to prepare a Career Plan.

2. It is suggested that you re-read reference memorandum for information and guidance concerning the procedure involved in the preparation of your Career Plan.

3. The Career Management Officer is available to assist you with any problem connected with the preparation of your Plan.

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[REDACTED]
Personnel Career Management Officer

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